Part C, Chapter 4
The Labor Force Interview

4.A INTRODUCTION

This chapter provides further detail to the labor force concepts covered in Part B. Each section contains questions that relate to a particular series of questions in the labor force portion of the middle of the instrument (on layoff, earnings, etc.). The chapter is broken down as follows:
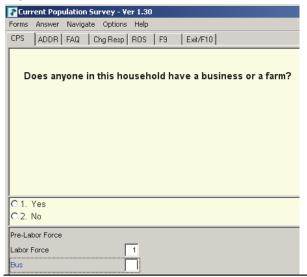
4.B Employed
4.C Unemployed
4.D Not in the Labor Force
4.E Industry and Occupation
4.F Earnings and Union Membership
4.G School Enrollment

4.B EMPLOYED

In determining if a person is employed, the first question you ask is if anyone in the household has a business or farm, BUS, Figure C26.

4.B.1 Business

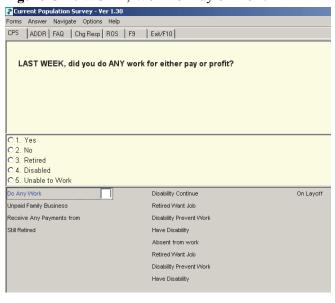**Figure C26.** BUS, Business or Farm

Select 1-Yes when any of the following conditions is met:

- machinery or equipment of substantial value is used in conducting the business,

- an inventory of significant value is maintained for the business,

- an office, store, or other place of business is maintained,

- the business is advertised by:

    o listing in the classified section of the telephone book,

    o frequent listings or long term posting on a website,

    o displaying a sign,

    o distributing cards or leaflets or otherwise publicizing that the work or service is offered to the general public.

4.B.2 Work

After determining if a business is present, you ask the working series (WORK through MJNUM) of questions to determine whether a person is classified as working or not working and how many jobs they may have. Figure C27 is the WORK screen where you enter if the person was at work.

Figure C27. WORK, Work for Pay or Profit

Enter 1-Yes if any of the following conditions is met:

- a person did any activity for wages or salary, for profit or fees, or for payment in kind. One hour or more of such activity constitutes work,

- a person receives part of the profits from the business/ farm, or would have received part of the profits if the business/farm had not operated at a loss, regardless of the number of hours worked during the reference week. NOTE: If the business is only an investment, enter 2 as described below,

- a person did unpaid activity during the reference week in a family business or farm.

Enter 2-No for the following conditions:

- a person received profits from a business which (s)he owns for investment purposes only and does not participate in the management or actual operations of the business,

- a person was on jury duty or National Guard/Reserve duty,

- a person did unpaid work that did not contribute to the family business/farm,

- a person did unpaid work in the business of an unrelated household member or for a relative not in the household,

Enter 3-Retired if any of the following conditions is met:

- a person says they are retired from work, whether voluntarily or not,

- a person says they RETIRED because of health,

- a person says they are "too old to work any more".

Enter 4-Disabled when all of the following conditions are met:

- a person has a specific physical or mental condition that prevents the individual from working,

- the disability is **not** a combination of minor disabilities that normally come with advanced age,

- the disability incapacitates a person and prevents him/her from doing any kind of work, not just the type of work at his/her last job, for <u>at least</u> the next 6 months.

Enter 5-Unable to work if the conditions listed under disabled are met, that is, the person's medical condition prevents him/her from doing any kind of work, not just the type of work at his/her last job, for the next 6 months.

This response category is provided because

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individuals with a temporary medical condition may not consider themselves disabled (which to some people signifies a permanent condition), but rather currently unable to work. Persons responding with "unable to work" follow the same questionnaire path as those responding "disabled".
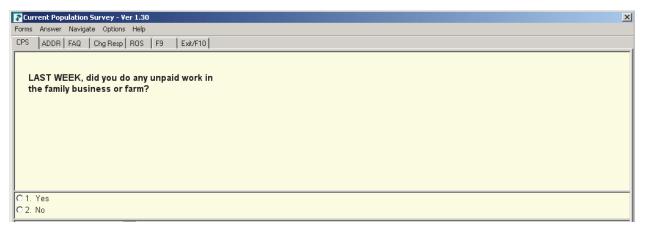
"Workers in family business."
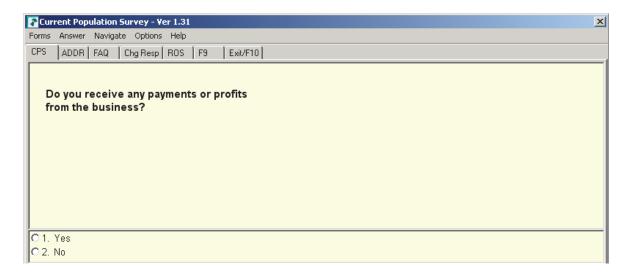Persons in a household with a family

business (as identified in BUS) who respond "no" to WORK are asked in BUS1 (Figure C28) if they worked in the family business.

If the answer to BUS1 is "yes," they are asked in BUS2 (Figure C29) whether they received payments or profits from that business. (If they do, they are classified as wage and salary workers rather than unpaid family workers

Figure C28. BUS1, Work in Family Business

Figure C29. BUS2, Payments from the Business

4.B.3 Multiple Jobs

Figure C30. MJ, More Than One Job

This question (MJ, Figure C30) is asked of all employed persons each month. Most multiple job holders hold two or more wage and salary jobs or are self-employed on one job and a wage and salary employee on another job. (Also included are people who started and ended jobs in the same week.)

The following situations are NOT multiple job holding.

● An individual may have more than one employer, but only one job. If an individual does the same type of work for more than one employer in an occupation where it is common to have more than one employer the individual should not be considered a multiple job holder, (e.g. private household or domestic workers including baby-sitters, chauffeurs, gardeners, handy persons, cooks, and maids).

● An individual may have more than one client but only one job. If an individual does the same type of work for more than one client in an occupation where it is typical to have more than one client (e.g., artists, consultants, doctors, and lawyers), the individual should not be considered a multiple job holder.

● An individual who owns two or more unincorporated businesses (and has no wage and salary job) is not a multiple job holder.

● An individual may have more than one contract or one piece of work without having more than one job. For example, a general contractor working at more than one construction site would not be a multiple job holder. If an individual has more than one piece of work or more than one contract (e.g., contractors, construction workers), and all of the work is the same type, then the individual has one job.
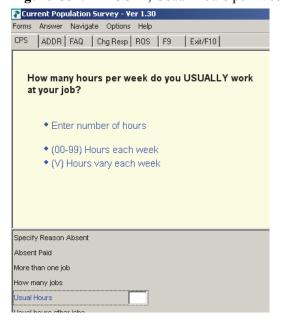
In order to learn more about the characteristics of multiple job holders, you will ask them about the industry, occupation, and class of worker of their second job in the out-going rotations.

4.B.4 Usual Hours

Information on usual hours is asked of all employed persons each month. This question (HRUSL1, Figure C31) begins the collection of hours data. You ask for usual hours first to determine a person's typical status, and then ask about what they actually did in the reference week.
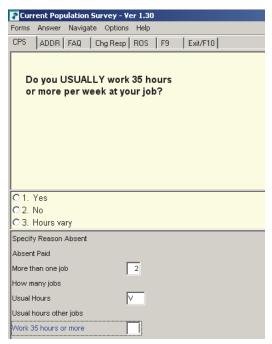
Multiple job holders are asked about the hours at their main job and then at all other jobs combined.

Figure C31. HRUSL1, Usual Hours per Week

You ask an additional question of persons who report that their usual hours vary to determine if they usually work 35 hours or more per week. Although you may select "hours vary", try to keep this entry to a minimum. Use this category only if the respondent is unable to provide an estimate of usual hours as defined below. (See Figure C32.)

Figure C32. HRFTPT, Usually Work 35 or More Hours

Remember that **usually** is 50% of the time or more, or the most frequent schedule during the past 4 or 5 months.

Below are a few guidelines to follow for **estimating usual hours:**

- Use whole numbers (Count 30 minutes or more as a whole hour),

- Probe for an exact number when a person provides a range of hours such as, "She usually works about 40-45 hours per week",

- Obtain the usual hours a person expects to work for persons whose job started during the reference week,

- If the person's job ended during the reference week, ask for usual hours at that job. However, if a new job began during the same week, you obtain the usual hours for both jobs, since the person would be considered a multiple job holder,
- For persons whose hours vary each week,

enter 1 in the follow-up question (HRFTPT, Figure C32) for persons who usually work 35 hours or more **for most weeks during the year.**

- It is possible for a person who worked during the reference week to not **usually** work. In such cases his/her usual hours are zero. For example, a retired person worked 20 hours in a friend's business during the reference week, but usually does not work. His/her usual hours are 0 and actual hours are 20,

- Include extra hours usually worked even if they are without compensation. For example, report a lawyer who usually works 60 hours per week, but is only paid for 40 hours, as usually working 60 hours.

4.B.5 Actual Hours

In the series of questions on actual hours you first determine if a person lost or took off hours from work. You then identify any extra hours or overtime. These questions provide a transition from usual hours and aid the respondent's recall of actual hours. You then ask for actual hours worked at the main job and then for any hours worked at additional jobs.

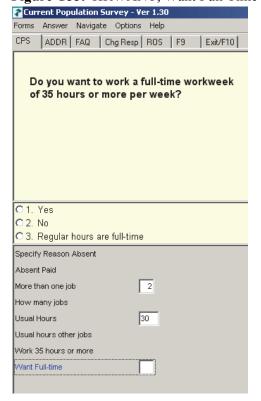Below are a few guidelines to follow for **estimating actual hours:**

- Use whole numbers (Count 30 minutes or more as a whole hour.)

- For persons with businesses, include hours spent setting up a business or profession, even if it is not opened yet.

- Include hours worked at a person's business even if (s)he actually transacted no business.
- Include hours worked without

compensation at a wage or salary job (for example, a teacher grading papers at home).

- Include hours spent doing unpaid work on a family farm or business that is owned by a related household member.

- **Do not include** hours spent on jury duty or on National Guard duty.

4.B.6 Economic and Non-Economic Reasons for Working Part-Time

There are three different questions that collect information on the reason for working part time. The instrument determines which questions you will ask based on your entry in HRWANT (Figure C33). You ask HRRSN1 of persons who want full-time work.

Figure C33. HRWANT, Want Full Time Work

HRRSN1 (Figure C34) provides both economic and non-economic reasons for part-time work in order to give the respondent an indication of the type of information we are looking for. The number of people working part time for economic reasons is a closely watched economic indicator, as it is a measure of "underemployment" and of the inability of the nation's economy to generate the types of jobs desired.

Categories of economic reasons are "slack work/business conditions," "could only find part-time work," and "seasonal work." These indicate a business related reason for working part time. The remaining categories are non-economic reasons since they reflect personal, rather than business, reasons for working part time.

Select Slack work/business conditions if the person's work schedule was reduced below 35 hours for a business reason such as a drop in orders, not enough customers, business was slow, or to save jobs. Also use this category for workers on furlough or workers forced to take time off for other cost saving reasons. Faced with the employer's decision to reduce hours, an individual may subsequently use the time off for vacation or personal reasons; in such cases, "slack work/business" conditions should be selected.

Do not use this category for workers who had already made plans to take vacation prior to a furlough notification; use "vacation/personal day";
Special situation: Select "Slack work/business conditions" for people who were prevented from working because of a government shutdown associated with budget or funding-related issues.

Do not use this for farmers who work less than 35 hours during winter; use "other-

specify."

Select Could only find part-time work when the person says "That's all I could find," or "That's all there is around here." Include cases in which the person was hired as part time so the employer could avoid paying benefits.

Select Seasonal work for persons whose hours were reduced because it is the off-season for their place of business. For example, a person working at a golf course in the winter or a ski resort in the summer might work less than 35 hours because that is all the work there is in the off season.

Select Child care problems for persons who specifically mention childcare as a reason for taking time off from work. For example, "I had to take time off from work because I could not find someone to watch my children on Friday."
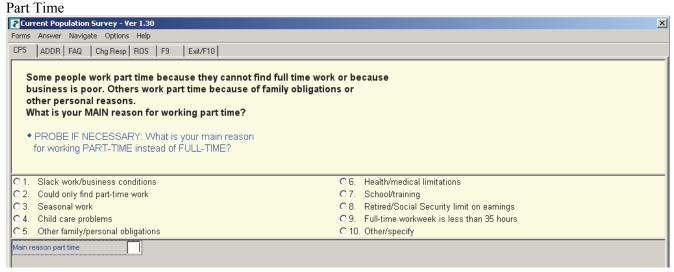**Select Other family/personal obligations** for all other family or home related reasons such as staying home with a sick child, working around the house or going with a child on a school field trip.

Select Health/medical limitations if the person's *own* illness, injury, or disability prevented him or her from working full time.

Select School/training if the person states that (s)he did not work full time due to attendance in any type of school or training program.

Select Retired/Social Security limit on earnings for persons who say that the reason they are working part time is that they are retired or that this is the most hours they can work without losing Social Security benefits.

Figure C34. HRRSN1, Reason for Working Part Time

Select Full-time workweek is less than 35 hours when a full-time workweek is considered to be less than 35 hours. This is the case for a few occupations such as airline pilots and flight attendants, whose weekly hours may be limited by Federal regulation. Also, some union contracts provide that a full-time workweek may be less than 35 hours. In these cases, workers are paid at an overtime rate for any hours over the amount considered as full time. Include these cases in this category also.

HRRSN2 (Figure C35) obtains the main reason for not wanting to work full time for persons who do not want full-time work. HRRSN3 (Figure C36) is asked of persons who usually work more than 35 hours per week, but actually worked less than 35 hours during the reference week. Response categories in HRRSN2 are noneconomic reasons only; categories in HRRSN3 include both economic and noneconomic reasons.

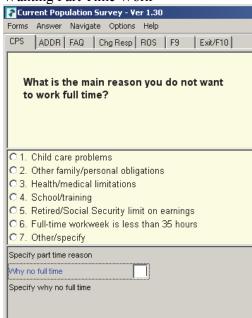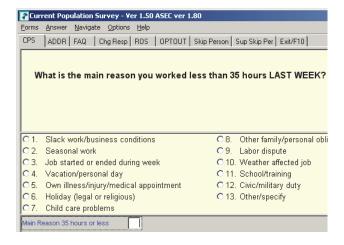**Figure C35.** HRRSN2, Main Reason for Wanting Part Time Work

Figure C36. HRRSN3, Reason Worked <35 Hours

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What is the main reason you worked less than 35 hours LAST WEEK?

○ 1. Slack work/business conditions   ○ 8. Other family/personal obli
○ 2. Seasonal work   ○ 9. Labor dispute
○ 3. Job started or ended during week ○ 10. Weather affected job
○ 4. Vacation/personal day   ○ 11. School/training
○ 5. Own illness/injury/medical appointment ○ 12. Civic/military duty
○ 6. Holiday (legal or religious)   ○ 13. Other/specify
○ 7. Child care problems

Main Reason 35 hours or less [   ]

There are several categories in HRRSN2 and HRRSN3 that are not in HRRSN1, namely:

Select Job started or ended during week if the person's hours were less than 35 because his/her job either started or ended during the reference week.

Select Vacation/**personal day** if the person worked part time because (s)he took vacation or personal days for part of the reference week.

Select Own illness/injury/medical appointment if (s)he worked part time in the reference week because of his/her *own* illness, injury, or appointment at a doctor's or dentist's office.

Select Holiday (legal or religious) if the person takes time off for the holiday even if the actual holiday is not during the reference week.

Select Labor dispute (includes strikes and lockouts) if the person takes time off when the labor dispute is at the person's own place of employment.

Select Weather affected job if (s)he worked part time due to adverse weather conditions.

Select Civic/Military duty if the person

worked part time because of jury duty, Armed Forces reserve duty, National Guard duty, or a similar obligation.

4.B.7 With a Job/Temporarily Absent

You will ask persons who were not at work for the entire reference week if they were absent from a job (answer yes to ABSNT). See Figure C37.

A person is temporarily absent if (s)he had job or business, but did not work during the reference week. If there is any question about the individual's employment status, determine:

• whether (s)he intends to return to work, and

• whether his/her employer has agreed to hold a job for the individual when (s)he returns.

4.B.8 Reasons for Being Absent from Work

You enter the person's reason for being absent from work in ABSRSN, Figure C38. Use the following guidelines when entering a person's reason for being absent from work.

Select (1) On layoff for persons on temporary or indefinite layoff. A response of "on layoff" routes the person to a series of questions on the details of the layoff situation. Also select this category for workers on furlough. Faced with the employer's decision to reduce hours, an individual may subsequently use the time off for vacation or personal reasons; in such cases, "on layoff" should be selected.

Do not use this category for workers who had already made plans to take vacation prior to a furlough notification; use "vacation/personal day".

Special Situation: Select "on layoff" if people are prevented from working because of a government shutdown associated with budget or funding-related issues.

Select (2) Slack work/business conditions if the person's hours were eliminated because business was slow or to save jobs.
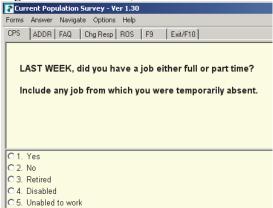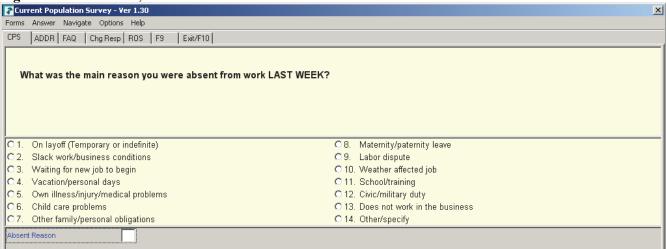
Figure C37. ABSNT, Absent From Work

Figure C38. ABSRSN, Main Reason Absent From Work

Select (3) Waiting for a new job to begin if (s)he has definite arrangements to begin a wage and salary job, either civilian or military. Selecting this code routes the person into the unemployed series.

Select (4) Vacation/personal days if the reason for being absent from a job during the reference week is for vacation or other leisure activities.

If the respondent says "I took a week's vacation so I could finish my exams" or "take care of my sick spouse" or "...because my babysitter was sick," enter the appropriate precode further down the list (i.e., school/training, other family/personal obligation; and child care problems, respectively.) If respondents say that they were required to take vacation as part of a employer-initiated furlough or government shutdown, use "on layoff", which is at the start of the list.

Select (5) Own illness/injury/ medical problems if the main reason for being absent from work during the reference week was because of the person's own illness, injury or medical problems. Do NOT choose this if the main reason for being absent from work was another family member's illness, injury, or medical problem. In this case, select other family/personal obligation.

Select (6) Child care problems if the person was absent for reasons such as unable to find adequate or affordable child care or if the babysitter was on vacation or ill.

Select (7) Other family/personal obligation for family responsibilities other than child care problems that caused a person to be absent from work during the reference week. Include taking care of a family member, such as a child or parent.

Select (8) Maternity or paternity leave only if maternity or paternity leave is the main reason for the absence. Keep in mind that (s)he has to intend to return to work and his/her employer has agreed to hold the job or find a position for the person when (s)he returns.

Select (9) Labor dispute for persons who were on strike, were locked out, or who did not wish to cross a picket line even though they were not members of the union on strike.

Select (10) Weather affected job for persons who did not work during the reference week because of weather conditions. Examples include a teacher who could not drive to work because of a severe snow storm, or a building contractor who could not work because of heavy rains.

Select (11) School/training for persons who took time off to study for an exam, finish a paper, etc. Also enter this precode for those persons who are on leave of absence from their jobs because of school or travel.

Select (12) Civic/military duty for persons who were absent from work for reasons such as jury duty or national guard duty.
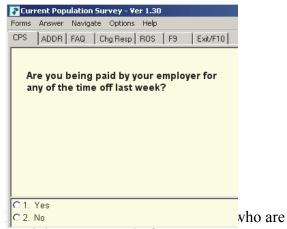
Select (13) Does not work in the business for persons who report that they were absent because they do not usually work in the family business or farm. (This option is only displayed for a person listed as an owner of the family business/farm.) The instrument will route you to the "looking" series of questions.

Select (14) Other and enter the verbatim response if you feel that the response given does not fit into one of the listed precodes.

If you select any codes from (4) through

(12) in ABSRSN, you will ask an additional question to determine if (s)he is being paid by his/her employer (ABSPD, Figure C39). The instrument fills ABSPD for owners of a business who say they were not temporarily absent but meet the above criteria.

Figure C39. ABSPD, Paid by Employer for Time Off
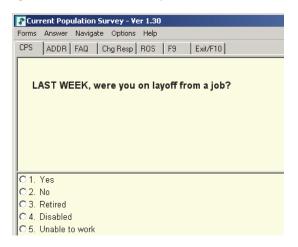

who are receiving money only from:

- union funds that are distributed to members involved in a labor dispute, or

- unemployment insurance collected by persons involved in a labor dispute.

4.C UNEMPLOYED

4.C.1 On Layoff

Persons are on layoff if they are waiting to be recalled to a job from which they were temporarily separated for business-related reasons such as temporary drops in demand, business downturns, plant remodeling, material shortages, and inventory taking. They must have been given a date to report back to work or, if not given a date, must expect to be recalled to the job within 6 months.

Figure C40. LAY, On Layoff from a Job

Because a person reported to be on layoff in LAY (Figure C40) may not meet the official definition as stated above, you will ask additional questions to determine whether the individual expects to be recalled to the job. These questions are LAYDT and LAY6M, which are displayed in Figures C41 and C42. If a person answers "no" to LAYDT, (s)he is asked LAY6M. If there is no expectation of recall, (s)he will be routed through the job search series.

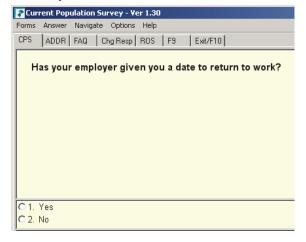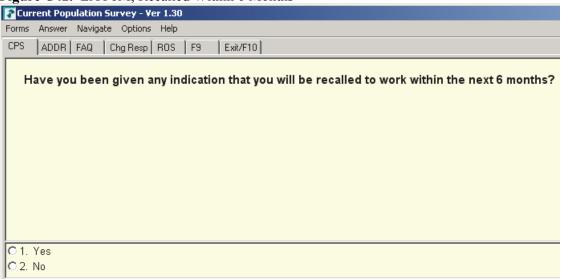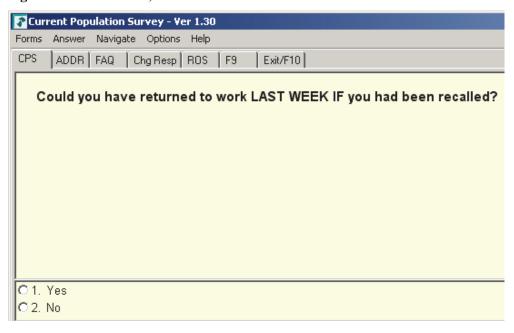**Figure C41.** LAYDT, Date to Return to Work from Layoff

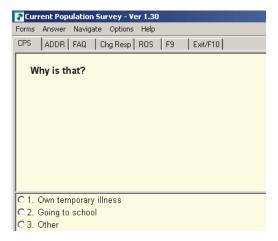**Figure C42.** LAY6M, Recalled Within 6 Months

You also ask if (s)he could have worked had (s)he been recalled in LAYAVL (Figure C43) and, if not available, you ask the reason not available in LAYAVR (Figure C44).

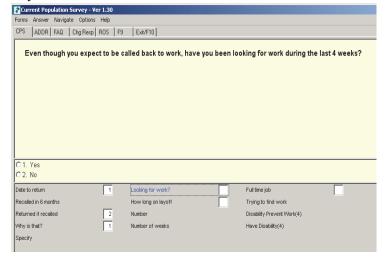**Figure C43.** LAYAVL, Available for Work if Recalled

Figure C44. LAYAVR, Why Not Available to Return to Work

To gain further information on the job market behavior of persons on layoff, you ask whether the person had been looking for work in LAYLK (Figure C45).
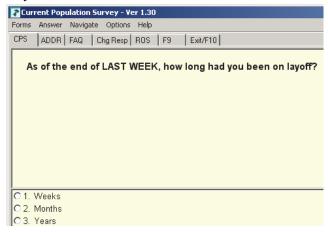
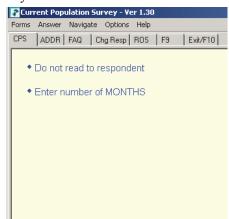**Figure C45.** LAYLK, Looking For Work While on Layoff

You then ask about the length of time a person has been on layoff. LAYDR1 (Figure C46a) and LAYDR2 (Figure C46b) are asked to determine the duration of the layoff. Responses may be in weeks, months, or years. Note that there is a range check in LAYDR2 and the entries cannot be greater than the following:

LAYDR1 (weeks) = 1 and LAYDR2 = 261
LAYDR1 (months) = 2 and LAYDR2 = 60
LAYDR1 (years) = 3 and LAYDR2 = 5
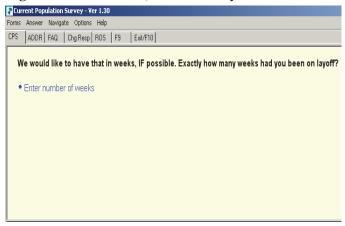
Figure C46a. LAYDR1, Duration of Layoff

Figure C46b. LAYDR2, Months on Layoff

You will ask persons reporting a duration of layoff of 1 to 4 months to provide the duration in weeks. (See Figure C47.) The reason for this is that BLS publishes estimates of unemployment duration (mean and median) in weeks. Therefore, the shorter-term unemployed are asked to provide a more precise estimate in weeks to enhance the accuracy of the published estimates.
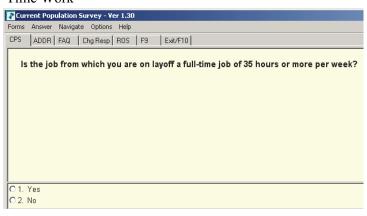
Figure C47. LAYDR3, Weeks on Layoff

You do not ask the duration questions of everyone on layoff. Automatic updating will be used in interview numbers 2 through 4 and 6 through 8 when the person was on layoff in both the current and previous months and adequate information was obtained in the previous month.

Finally, persons on layoff are asked about the characteristics of the job to which they are awaiting recall, including industry, occupation, and whether it was full or part time (Figure C48, LAYFT). In the succeeding interviews, dependent interviewing will be used in connection with the I&O series, as long as the person remains on layoff and information adequate for coding has been reported.
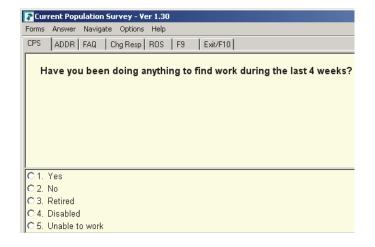
Figure C48. LAYFT, On Layoff from Full Time Work

4.C.2 Looking for Work

The first item in the series of questions about "looking" is designed to determine if individuals did anything to find work in the last 4 weeks. (See figure C49.)

Figure C49. LK, Looking For Work

If the respondent answers yes or reports a job search activity in response to LK, mark "yes." If the answer to LK is yes, it is followed by questions on job search methods. People will be asked to report all of the job search methods they used in question LKM. Whether job search methods are mentioned in LK or LKM, please record all the things a person did to look for work.

If a person reports passive job search methods only, then (s)he is NOT looking for work according to the official definition, and is not asked further questions about job search activity. Only one active job search method is necessary for an individual to be classified as unemployed (assuming availability). This "looking" series helps you determine:

- What people have done to find work
- If they could have taken a job if one were offered
- How long they have been looking for work
- What they were doing before they started looking for work
- When they last worked
- If they are looking for full or part-time work

Below are instructions for when to mark each of the job search method categories. Before reviewing the instructions for when to use each category, read the box below that highlights some important issues to keep in mind when hearing about job searches done using the computer or the Internet.

The Use of the Internet for Job Search

A large number of people are using the Internet to look for work. This may be influencing the types of responses that you are receiving to the question "What are all the things you have done to find work during the last 4 weeks?" It is important to note that the Internet is a tool used to find work, similar to a phone, a bulletin board, or postal mail. The use of the Internet, itself, does not constitute a job search activity. In order to adequately categorize answers to the job search question, you need to know what the respondent did on the Internet to look for work.

Many of the answers you receive to this question will be classified the same regardless of whether the activities were conducted over the Internet, in person, or some other way. For example, if a respondent reports that he or she submitted an application online, it does not matter that the activity was done on the Internet; it still should be classified as "Sent out resumes/filled out applications." Similarly, browsing job ads on an Internet website is the same as looking through job ads in a printed newspaper. Both should be classified as "Looked at ads."

Use of the Internet does present unique challenges when coding respondents' answers to this question. In particular, the Internet offers a wide variety of methods for interacting with potential employers and researching available jobs. These methods can be referred to by many names that may change over time. Today, people email, tweet, post, update, or submit. Next month or next year, different terms may be used. Additional instructions are provided below to address some of these challenges. In our instructions we will use the terms Internet and Internet-related method to refer to the wide variety of methods that people can use.

There are two general situations that may cause difficulty classifying responses and require you to probe for additional information:

1. **If the respondent gives a general answer such as "used the Internet" or "used the computer"**
   As noted above, the Internet is a tool to look for work. Answers such as "Used the Internet," "Went online," or "Used the Computer" may be common, especially when the respondent is answering on behalf of other household members, but they do not provide enough information to determine which of the pre-coded categories to select. If you receive a response like this, you should probe to determine what activities were done. For example, if the respondent says "My son used the Internet to look for work," you can probe by asking "What did your son *do* on the Internet to find work?"

2. **If the respondent just mentions a website name**
   Responses that are just a website name (such as, JobSearchSite.com) or mention using a website without indicating what the individual did on the website (such as, "I used Monster.com"), do not provide enough information to be coded. Probe to determine what individuals did on these websites. For example, "What did you do on JobSearchSite.com to find work?"

If, AFTER probing, you cannot obtain any more information about how an individual used the Internet or what an individual did on a website to look for work, code the response as "Don't know."

4.C.3 Selecting a Job Search Method

This section provides instructions on selecting response categories for a respondent's answer to LKM (FigureC50). When recording a response, it is very important to distinguish between active and passive job search methods. A job search method is considered "active" if it COULD result in a job offer without any further action on the part of the job seeker. Active job search methods must make an employer aware that a person is looking for work. A "passive" job search method is one that COULD NOT result in a job offer without further action by the job seeker. Activities that only involve gathering information should be coded as passive job search.

Active job search methods are listed in the left column on your computer screen. Passive job search methods are listed in the right column.

If you select "other active" or "other passive" in any of the looking methods screens, the instrument will display a specify screen where you should type in the person's verbatim response. After you enter the response, you then return to make additional entries until you enter (0) for no more answers. Figure C51.

ACTIVE JOB SEARCH METHODS

(1) Contacted employer directly/Interview

Select (1) for people who made direct contact with an employer (including staff in a personnel office) by personal visit, telephone call, mail, email or other Internet-related method. Include contact with an Armed Forces Recruiting Office about joining the military. The person must have spoken to or sent a message directly to a potential employer or someone in the company's personnel office. Also use (1) for people who had or scheduled an interview with a potential employer.

Simply picking up an application without talking to someone about getting a job should not be coded as "Contacted employer directly." Similarly, looking at a company's website without contacting an employer about job openings also should not be coded as "Contacted employer directly."

Do not use (1) for individuals who submitted a resume or an application whether online or through the postal mail. These types of responses should be coded as "Sent out resumes/filled out applications."

(2) Contacted public employment agency

Select (2) for people who contacted a public employment agency. The individual must have inquired about job opportunities (for example, used the agency's job search services to apply for jobs) rather than simply asked about unemployment insurance, participated in a job training program, or had a job skill assessment. Individuals could have used the job search services either in person or via the agency's website.

Public employment offices can operate at any level of government: Federal, State, or local. Public employment offices often are referred to as One Stop Career Centers, American Job Centers, or Job Service.

State or city names also can be part of the public employment service's name.

(3) Contacted private employment agency

Select (3) for people who made contact with a private employment agency by personal visit, telephone call, email or other Internet-related method. Private employment agencies give people looking for work leads to potential employers or contact employers on behalf of job seekers. Private employment agencies and recruitment websites typically charge employers or job seekers a fee for their services. Private employment agencies sometimes are referred to as "search firms," "recruiting firms," or "head-hunters."

Also select (3) for people who registered with temporary help agencies or staffing firms, and for people who signed up for a recruitment website that links individuals directly with recruiters.

Do not confuse private employment agencies with personnel offices or human resource offices maintained by a business itself. A private employment agency serves more than one business.

(4) Contacted friends or relatives

Select (4) for people who asked friends or relatives about jobs or potential job leads. Friends and relatives can include colleagues, business associates, or other personal contacts. Contacting friends, or relatives can be done in person, over the phone, by email, or by other Internet-related methods.

Also select (4) if an individual indicates they looked for work by networking. A person must have discussed job opportunities.

Simply inviting or adding an individual to ones' social network or exchanging emails on topics unrelated to a job search should not be coded as "Contacted friends or relatives." Establishing contacts without making others aware that the person is looking for work or exchanging emails without discussing job opportunities should be coded as "Other passive."

(5) Contacted school/university employment centers

Select (5) for people who contacted a school's employment center for assistance in job placement. This includes activities such as school-arranged interviews or being put in contact with employers or alumni about potential job leads.

Do not use this category for activities to improve job search skills (such as, resume writing or interviewing workshops) or career counseling.

(6) Sent out resumes/filled out applications

Select (6) for people who sent information about themselves in the form of a resume or a letter to a specific employer, or completed and returned an application for a job. Applications or resumes can be provided to employers in person, by mail or email, or submitted online or by other Internet-related methods.

Also select (6) for people who posted or updated resumes on any website that potential employers can view. Such websites can include employment websites (such as, job boards, job banks, or job listings), personal websites, or social networking sites.

Do not enter (6) for people who only worked on their resumes or job applications, but did

not post or submit them. Do not enter (6) if the person only picked up an application. These types of activities should be coded as "Other passive."

(7) Checked union/professional registers

Select (7) for people who signed up for a union or professional job register or checked such registers for available jobs. Occupations for which these registers may be used include skilled trade occupations, performing arts occupations, substitute teaching, and nursing.

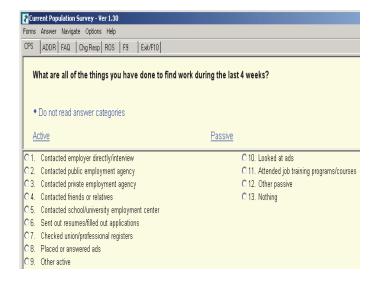### (8) Placed or answered ads

Select (8) for people who placed ads indicating they are looking for work, anywhere that can be accessed by the public: such as newspapers, bulletin boards, or websites. This includes people who indicated that they are looking for work either by posting on social media or by creating a profile on a networking site.

Also use (8) for people who answered ads or responded to job postings. Do not use this category for individuals who ONLY browsed or looked at job postings, read ads, or downloaded job listings. These responses should be coded as "Looked at ads."

(9) Other Active

Select (9) for an active job search method that is not covered by one of the pre-specified active methods. An active job search method is one that could result in a job offer without any further action by the job seeker (for example,

auditioned for directors or producers, bid on contracts, or attended a job fair). Active job search methods make an employer aware that an individual is looking for work.

Figure C50, LKM, Method of Looking for Work

PASSIVE JOB SEARCH METHODS

(10) Looked at ads

Select (10) for people who ONLY browsed or looked at job postings, read ads, or downloaded job listings, but did not contact a potential employer.

(11) Attended Job training programs/courses

Select (11) for people who attended job training programs or courses (whether online or in person) in order to obtain job-related knowledge or skills. Include responses like "I attended a resume writing workshop," "I took a computer skills class online," or "I'm taking a class that is required for my real estate license." In some cases, a respondent may be required by an Unemployment Insurance or Welfare agency to attend job training programs or courses. This is still considered a passive job search method, even if it is required.

(12) Other Passive

Select (12) for a passive job search method that is not covered by one of the pre-specified passive job search methods. A passive job search method is one that could not result in a job offer without further action by the job seeker (such as, studying for licensing exams, receiving email alerts about available jobs, or researching companies). Activities that only involve gathering information should be coded as passive job search.

(13) Nothing

Select (13) only for verbatim responses of "nothing."

If a respondent answers "don't know" or "nothing," an additional question (LKDK) is asked in the hopes obtaining further information. The precodes are identical to those in LKM and should be used in the same way.

If a respondent provides only passive job search methods, then an additional question (LKPS, Figure C52) is asked to obtain more information. The precodes are identical to those used in item LKM and should be used in the same way.

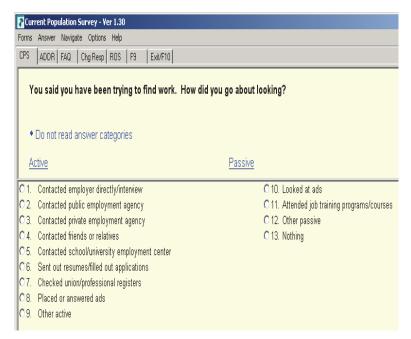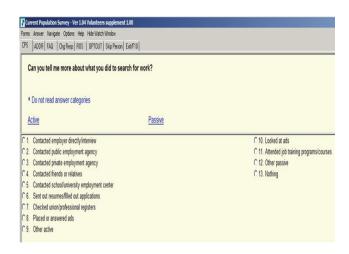**Figure C51- LKDK, Other Method for Looking for Work**

Figure C52- LKPS- Additional Method for Looking for Work

Figure C53a. LKDR1, Duration of Looking

4.C.4 Availability to Start a Job

In addition to having an active job search, an individual must report that (s)he was available to start a job in the reference week in order to be classified as unemployed. You obtain this information in LKAVL.

If a person attaches conditions to the type of work or work schedule wanted, this does not affect the person's availability. You should select precode (1) for people who can only work during certain hours, or who want a certain kind of work and were available for that type of work.

4.C.5 Duration of Looking

You enter duration of looking in the LKDR1 and LKDR2 screens (Figures C53a and C53b). These items have a range check. Your entries cannot be greater than the following:

LKDR1(weeks) =1 and LKDR2=261 or
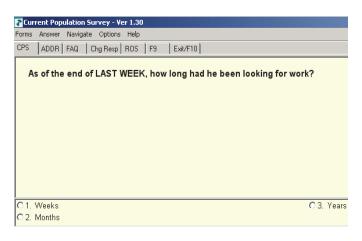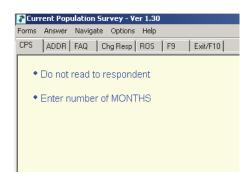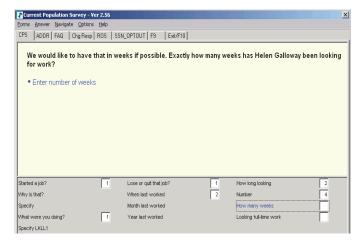LKDR1(months) =2 and LKDR2=60 or
LKDR1 (years) =3 and LKDR2=5

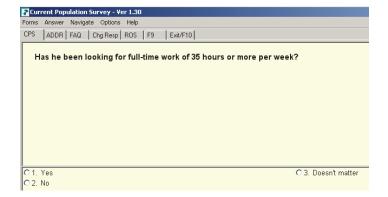**Figure C53b.** LKDR2, Months Looking

Persons reporting an unemployment duration of 1 to 4 months will be asked to provide the duration in weeks (Figure C54). Since BLS publishes estimates of unemployment duration in weeks, an estimate in weeks is obtained for the shorter-term unemployed whenever possible. This yields more accurate estimates of duration of unemployment.

Figure C54. LKDR3, Weeks Looking For Work,

You also ask if (s)he is looking for full-time or part-time work, as shown in Figure C55. Full-time work is 35 hours or more per week. Generally speaking, any job that is usually 35 hours or more per week is considered full time.

Figure C55. LKFT, Looking For Full Time Work

4.C.6 Activity Prior to Job Search

Two separate questions (LKLL1 and LKLL2, shown in Figure C56a and C57) are asked to find out why a person began looking for work. LKLL1 asks what the person's major activity was immediately before (s)he started to look.
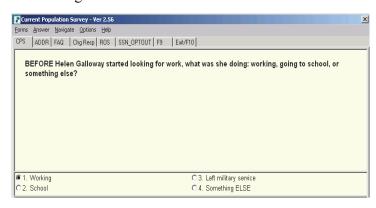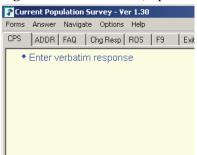
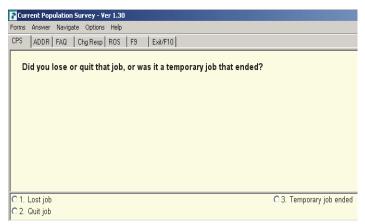**Figure C56a** LKLL1, Activity Before Looking For Work

Figure C56b. LKLL1S, Specific Activity

If the person was working just prior to the current job search, we are interested in how (s)he was separated from the previous job, that is if the person lost or quit the job, or had a temporary job that ended.

Figure C57. LKLL2, Lost or Quit Job or Temporary Job Ended

1) Lost Job

Persons whose employment ended involuntarily, for example, discharged for cause (fired), plant closed, company moved, reduction in staff, job ended, or forced to retire.

2) Quit Job

Persons who voluntarily ended their employment; include people who quit their jobs or retired from their jobs.

3) Temporary Job

Persons who had a temporary job that ended. These persons neither quit or lost their jobs because these jobs were never intended to be long-term.

4.C.7 Reasons Unavailable for Work

Persons who respond that they were unavailable for work last week are asked why they were unavailable. Following is a brief description of the response categories:

Temporary illness

Although it is not necessary to probe, if you learn that the illness is expected to last more than 30 days from the time of interview, enter "Other" and the verbatim response.

Note that the person must have been ill. If (s)he was unavailable for work because he/she was caring for someone else, enter the "Other" precode and the verbatim response.

Going to school

Persons who could not have started or taken a job in the previous week because they were in school. Include all types of public and private educational institutions both in and out of the regular school system, such as high school, college, business, or vocational school.
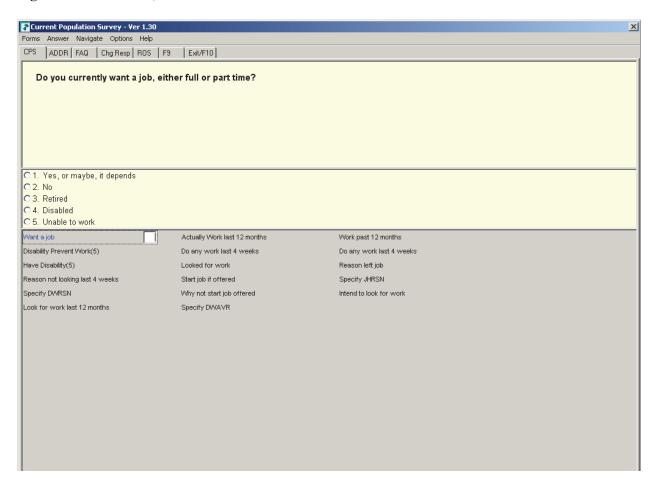
Other

Use this if none of the above precodes are appropriate. Examples of "other" reasons are:

- Did not have transportation
- Couldn't find a babysitter
- Had to care for a sick family member
- Long-term illness

4.D NOT IN THE LABOR FORCE

Persons not working or looking for work are asked a series of questions related to their desire and availability for work, how recently they have worked or looked for work, and their plans to look for work.

Figure C58. DWWNT, Want a Job

4.D.1. Desire for Work

NILF persons are asked whether they currently want a job (Figure C58.) The responses "yes," or "maybe, it depends" are grouped into a single precode.

4.D.2 Main Reason for Not Looking for Work,

You then ask persons who indicate that they do want a job the main reason they were not looking for work in the past 4 weeks in DWRSN, Figure C59. You enter the main reason a person is not looking for work **now**, during the interview week. Remember, these are persons who say they want to work. Thus, an answer such as "retired" would be unsatisfactory--it might explain why they are not currently working, not why they are not looking for work. An appropriate answer might be their own poor health, transportation problems, or that work would reduce their pension.

Categories 1-5 in DWRSN are job-market related. An entry of 1-5 will result in an individual being classified as a "discouraged worker" if (s)he also looked for work in the last 12 months and was available for work.

Table C6 provides guidelines for selecting the different reasons for not looking for work.
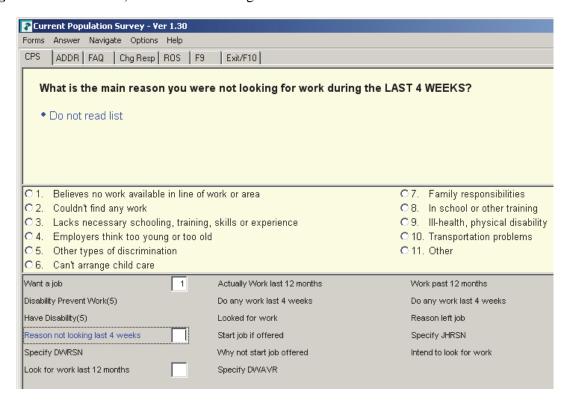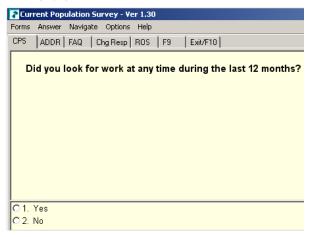
Figure C59. DWRSN, Reason Not Looking For Work

Current Population Survey - Ver 1.30

Forms   Answer   Navigate   Options   Help

CPS | ADDR | FAQ | Chg Resp | ROS | F9 | Exit/F10

What is the main reason you were not looking for work during the LAST 4 WEEKS?

• Do not read list

O 1. Believes no work available in line of work or area
O 2. Couldn't find any work
O 3. Lacks necessary schooling, training, skills or experience
O 4. Employers think too young or too old
O 5. Other types of discrimination
O 6. Can't arrange child care

O 7. Family responsibilities
O 8. In school or other training
O 9. Ill-health, physical disability
O 10. Transportation problems
O 11. Other

Want a job [1]	Actually Work last 12 months	Work past 12 months
Disability Prevent Work(5)	Do any work last 4 weeks	Do any work last 4 weeks
Have Disability(5)	Looked for work	Reason left job
Reason not looking last 4 weeks [ ]	Start job if offered	Specify JHRSN
Specify DWRSN	Why not start job offered	Intend to look for work
Look for work last 12 months [ ]	Specify DWAVR	

Table C6. Reasons for Not Looking for Work

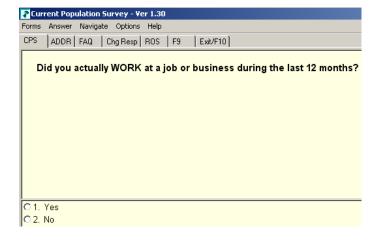| Guidelines for Selecting "Reasons For Not Looking For Work"	
1) Believes no work available in line of work or area	Persons who believe there is no work available in their community or in their occupation. Includes: *"no work around here", "no jobs since mill closed", "no jobs for machinists here"*, etc.
2) Couldn't find any work	Persons who have searched and were unable to find work. Include persons who attach a condition, such as "*I couldn't find a job that used my college degree."*
3) Lacks necessary schooling, training, skills, or experience	Persons not looking because of illiteracy or inability to speak English or because they lack knowledge about how to find a job, or feel they do not have the proper training to meet job qualifications.
4) Employers think too young or too old	Persons who say work is not available to them because of age. Includes: persons too young to obtain a work permit, persons who say "nobody will hire a 70-year-old man", and persons informed by prospective employers that no job is available to them because of their age (e.g. "while your qualifications are good, the position requires someone a little older or more mature").
5) Other types of discrimination	Excluding reasons covered by other precodes (e.g., discrimination on the basis of age), include here responses related to racial or sex discrimination, or a criminal or delinquency record.
6) Child care problems	Reasons related to affordable, available, or adequate child care.
7) Family responsibilities	Reasons related to illness in family, care for an elderly parent, etc.
8) In school or other training	Reasons related to attendance at any kind of public or private school, including college, vocational or trade school.
9) Ill health or physical disability	Reasons related to the person's OWN illness or disability.
10) Transportation problems	Reasons related to not being able to look for work because (s)he was unable to find transportation.
11) Other (specify)	Classify responses in one of the above if at all possible. An acceptable "other" example is, "too young-his father wouldn't let him".

4.D.3 Other Measures of Labor Market Attachment

Persons who are not in the labor force but want a job are also asked a series of questions designed to measure how closely attached they are to the job market. (See Figures C60-C64.) Responses to these questions are used, along with those on job desire and reason for not looking for work, to identify "discouraged workers," as described in Part B chapter 3.
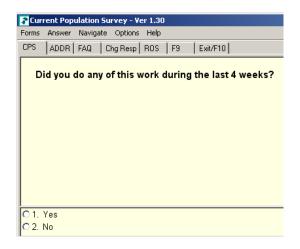
Figure C60. DWLK, Looked for Work in Past 12 Months
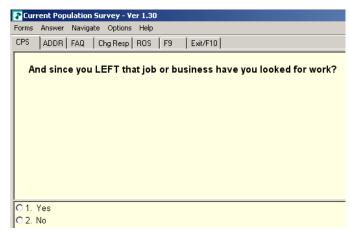

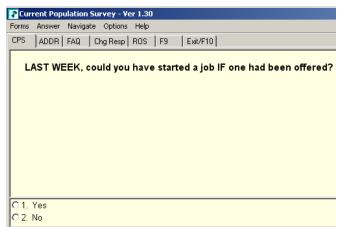**Figure C61.** DWWK, Worked in Past 12 Months

Figure C62. DW4WK, Worked in Past 4 Weeks

Figure C63. DWLKWK, Looking For Work

Figure C64. DWAVL, Available for Work

Attaching conditions to the kind of work wanted does NOT make the person unavailable. For instance, people who can only work certain hours, or who want a certain kind of work, WERE available for that kind of work if nothing else interfered.

4.D.4 Job History

You ask persons who are not in the labor force in the outgoing rotation groups (Interview Numbers 4 and 8) several questions on recent work activity and job seeking intentions beginning with JHWK (Figures C65-67).

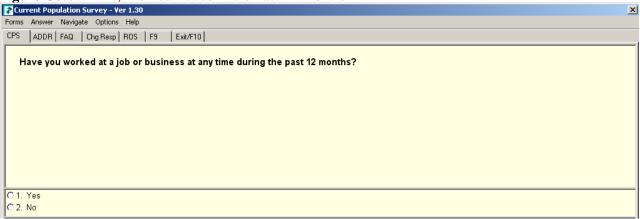**Figure C65.** JHWK, Worked At Job in the Past 12 Months

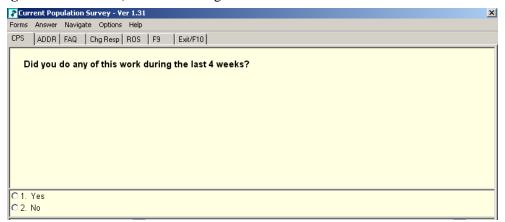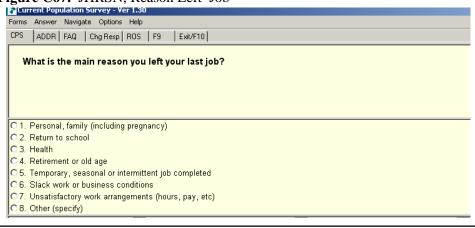**Figure C66.** JHDP1, Worked During Last 4 Weeks

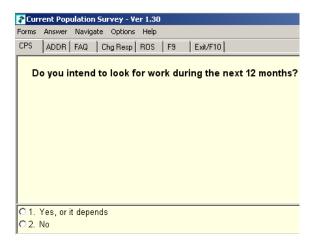**Figure C67.** JHRSN, Reason Left Job

As with the reasons for not looking for work, described in 4.D.2, persons can have either personal or job-market reasons for leaving their last job. Table C7 discusses the entries to this question.

Table C7. Reasons for Leaving Last Job

Guidelines for Selecting Reasons for Leaving Last Job	
Personal, family (including pregnancy)	Examples include birth of a child, moved, vacation, marriage, illness in family, child care etc.
Return to school	For example, include left last job to return to school.
Health	Examples include person's own illness or disability, job was too physically taxing.
Retirement or old age	This can be either voluntary or forced. Examples include "too old to work any more", "retired for health".
Temporary, seasonal, or intermittent job completed	For a job that lasts only part of the year. For example, crop season ended, Christmas job ended, temporary job ended, substitute teaching job over. This category can be sometimes confused with "slack work or business conditions" and it is, therefore, important to distinguish carefully between them.
Slack work or business conditions	The person's work is no longer available. Examples include job eliminated, business sold, bankruptcy etc.
Unsatisfactory work arrangements (hours, pay, etc.)	Person left because they were dissatisfied. Examples include long hours, low pay, couldn't get along with supervisor, etc.
Other	This category is for any responses not covered above including discharge from Armed Forces and "tired of working".

Figure C68. JHWANT, Intend to Look for Work ,

Figure C69. NLFJH, When Last Worked

You ask persons who worked within the last 12 months about the class of worker, industry, and occupation of their most recent job. This information allows for more detailed analysis of persons who have recently left the labor force, such as the retired.
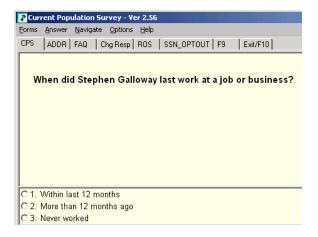
The information on job seeking intentions (Figure C68) is useful in assessing the "potential labor force".

4.D.5 Retired and Main Status

Three questions at the end of the interview collect information from persons who are not in the labor force and did not receive the job history series of questions.

Persons who indicate at the beginning of the interview that they are either retired or disabled, and are in Interview Number 4 or 8 are asked when they last worked. (NLFJH, Figure C69.)
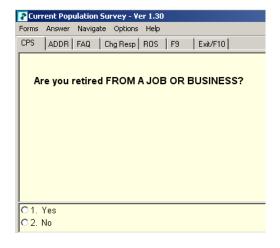
You ask those who had worked within the last 12 months questions about the class of worker, occupation, and industry of that job.
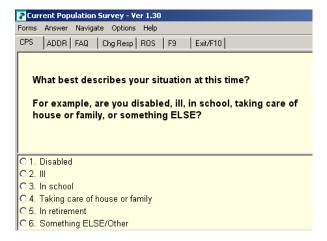
You also ask persons who are age 50 and over who indicated that they did not want a job whether they consider themselves to be retired (Figure C70).

Figure C70. NLFRET, Retired From Job

You then ask persons who provide a response other than "yes" to describe their current status. (NLFACT, Figure C71.)

Figure C71. NLFACT, Current Status

Persons not in the labor force age 15-49 who say they do not want a job are only asked this last question.
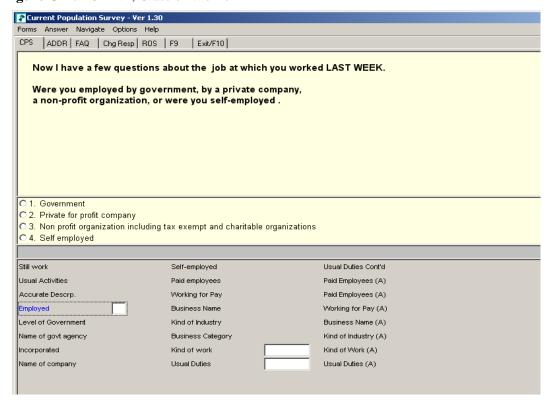
4.E INDUSTRY AND OCCUPATION

The industry and occupation questions determine where a person works, what type of business it is, what they do on that job, and collects the name of the business. The instrument will set each person's "Class of Worker" based mostly on your entry in IO1INT, shown in Figure C72.

4.E.1 Class of Worker

If the response given to IO1INT is "government", a follow-up question requests information on the appropriate level of government (i.e., federal, state, or local).

Figure C72. IO1INT, Class of Worker

FEDERAL Government Employee,

This category includes employees of any branch of the federal government, including persons elected to paid federal offices, civilian employees of the Armed Forces, and most full-time members of the National Guard. Also include employees of international organizations (e.g., United Nations) and employees of foreign governments, such as persons employed by foreign embassies, as federal employees.

STATE Government Employee

This category includes employees of state governments, such as paid state officials, state police, some full-time members of the National Guard (primarily building maintenance staff), and employees of state universities and colleges.

LOCAL government Employee

This category includes employees of cities, towns, counties, and other local government jurisdictions. Include here employees of city-owned bus lines, electric power companies, water and sewer service agencies, etc. Some local agencies provide services to more than one county or city; some agencies may even cross state lines. Examples of these agencies are: metropolitan transportation authorities or boards, port authorities, and water and sanitation facilities.

Employees of public elementary and secondary schools typically work for local governments. Since state boards of education often control the subject content of primary and secondary schools, some persons may consider school employees as state employees. Unless they work for a special school for the handicapped or for an experimental elementary school of the state

university, they are in almost all cases local government employees. There are a few known exceptions: In Hawaii all public schools are state-operated. In Alaska and Maine some schools are state operated.

Include all employees of the Washington, DC government as local government employees.

If there is a question as to which level of government a person works for, ask for the level of the agency that issues his/her paycheck.

Employee of a PRIVATE for profit company

This category includes all persons who work for a private for profit employer, including those working for companies, small or large businesses, or for private households. This applies regardless of the employee's occupation. This category includes companies that INTENDED to make a profit, even if they happened to lose money recently.

Employee of a nonprofit organization including tax exempt and charitable organizations

Include churches, unions or associations, foundations and other private NONPROFIT organizations in this category.

Self Employed

Persons who work for profit or fees in their OWN business, shop, office, farm, etc., are asked a follow-up question on whether the business is incorporated.

Working in a Family Business

If the person works in a family business, a follow-up question will request information as to whether the person is working for pay.

These people are also asked a follow-up question on whether the business is incorporated. The instrument will not ask this question if the respondent is the owner of the business.

4.E.2 Further Guidelines Regarding Class-of-Worker Entries

Corporation employees

Report employees of a corporation as employees of a private employer. Please note there are a few cases of employees of government corporations, such as the Bank & Trust Corporation, who must be properly reported as Federal government employees.

If a person is self-employed and you learn that the business is incorporated, do not change the answer from self-employed to private company.

Domestic work in other person's homes

Report gardeners, launderers, cooks, or cleaning persons working in another person's home as working for a private employer. Do not record a domestic worker as self-employed unless he/she owns the business that provides the service.

Partnerships

Report two or more persons who operate a business in partnership as self-employed in own business. The word "own" is not limited to one person.

Public utility employees

Although public utilities (such as transportation, communication, electric light and power, gas, water, garbage collection, and sewage disposal facilities) are subject to government regulations, they may be owned by either government or private organizations. Distinguish between government-operated and privately-owned organizations in recording class of worker for public utility employees.

Work for pay "in kind"

Pay "in kind" includes room, board, supplies, and food (e.g., fruit, vegetables, meat, dairy products). This is considered pay for individuals other than family members. Report persons who work for pay "in kind" as employees of a private company or individual.

Work on an odd-job or casual basis

Report work on an odd-job or casual basis as work for a private company, business, or individual. For example, report a baby sitter employed in another person's household as working for a private for profit company.

Clergy

Most clergy file income taxes as if they were self-employed, but they are considered employees of their churches or temples. Include preachers, ministers, priests, rabbis, and other clergy as working for a Non-profit organization except for the following two cases:

(1) Prison chaplains working in a government job (e.g., State of Maryland Prison System), are government employees.

(2) Clergy not attached to a particular congregation or church organization, who conduct religious services in various places on a fee basis, are self-employed in own professional practice.

Registered and practical nurses-private duty

Report registered nurses and practical nurses who report "private duty" for kind of business as self-employed. These nurses usually obtain their assignments from a nurses' registry, but are not employees of the registry. Note that a nurse who reports "employment agency," "temporary help supply services," or a similar description for kind of business, and "private duty" as most important activity, is an employee of the employment agency or service and should be marked as working for a private company.

PX (Post exchange) and other non-appropriated fund employees

Non-appropriated funds (NAF) are funds for government employees that are not from Congressionally appropriated money bills. The funds usually are generated from retail activities on government installations, such as PX's, commissaries, snack bars or service stations. However, persons paid from non-appropriated funds are still considered employees of the government. For example, report persons working at a post exchange (base exchange, etc.) as employees of the federal government. This nonprofit organization is controlled by government officials in their official capacity.

In contrast, report persons working in an officers' club, Non Commissioned Officers (NCO) club, or similar organization, which is usually located on a government reservation, as an employee of a private not for profit company. Such organizations are controlled by private individuals elected by some form of membership.

Child care including foster parents

WHERE a person works is important in determining the correct class of worker for child care workers. Persons who care for children in the child's (that is the parent's) home are private for profit employees. This includes a babysitter for an evening or a person regularly working during the day. One of the private categories is also correct for those who work in day care centers and other non-government institutional settings. The institution may be either for profit or not for profit. A person who cares for children in the caregiver's home is self-employed. This includes foster parents who receive a fee for caring for children. See more on this topic under Industry in this chapter.

Paid Home Care

Long-term care insurance plans may provide payment to unlicensed individuals who are taking care of a family member, friend, or neighbor who is ill or incapacitated. This arrangement, sometimes called "informal care," often involves an adult child taking care of an elderly parent. The caregiver is compensated to make up for time spent away from work and other costs. A person receiving such payments should be treated the same as a foster parent. He or she is considered to be employed, and his class of worker is self-employed (assuming this is the primary job).

Boarding housekeepers

Report boarding housekeepers who consider themselves as working and who perform this work in their own homes as "own home" for industry and as "self-employed" for class of worker. Report those who do this work for someone else for wages, salary, or pay in kind as "boarding house" for industry and as "Private, for profit company" for class of worker.

Sales or merchandise employees (Avon, Mary Kay, Amway, and others)

Report persons who own a sales franchise and are responsible for their own merchandise and personnel as "retail or wholesale sales" for industry and as self-employed for class of worker. People who sell Avon and Tupperware products are not considered employees of those companies; they are to be classified as self-employed. Refer to page B1-1 ("Business Defined") for determining whether or not a business exists. Report persons who do sales work for someone else as an employee of a private company. Also, indicate whether they sell door-to-door or use some other method.

Real estate agents and brokers

Real estate agents are considered as employees of a private company because they must work for a licensed broker. They cannot be self-employed. A broker, on the other hand, can either be working for a private company or self-employed.

Postal Service and TVA employees

Persons who work for the U.S. Postal Service (Post Office) and the Tennessee Valley Authority are Federal employees.

COMSAT, Amtrak and Conrail

COMSAT, Amtrak, and Conrail are private companies.

Public Transportation, airport, housing, and other authorities

Persons who work for public authorities, such as the Chicago Transportation Authority or the New York Port Authority, who get their money from a combination of state or local funds and user fees, are local government employees.

Armed Forces

Persons whose last full-time job was in the Armed Forces are Federal employees.
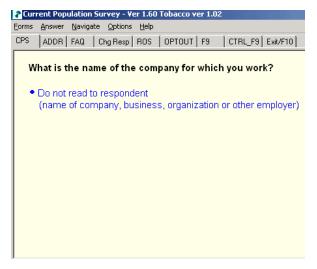
Tribal government or tribal councils

Persons who work for tribal governments or tribal councils are employees of a local government.

4.E.3 Employer Names

Enter a clear and specific name of the employer. Type the full and exact name of the company or business (IO1NMP shown in Figure C73). Do not abbreviate unless the companies are nationally known such as IBM. Give the name of the company, not the name of the supervisor, foreman or owner.

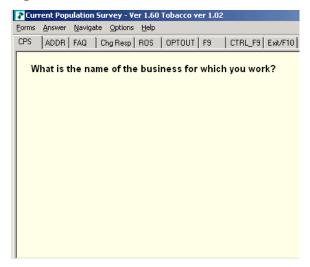**Figure C73.** IO1NMP, Name of Company

If the respondent says the information is classified do not probe. In this situation enter "information classified."

Self-employed; family farm or business

If the person is self-employed, the question will be worded to ask for the name of the business as shown in Figure C74. If there is no business name, enter "self-employed", or "family farm", or whatever is appropriate.
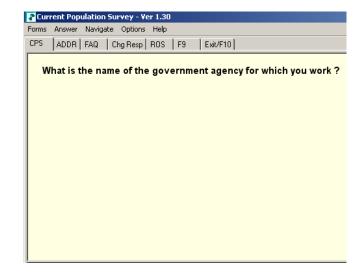
Figure C74. IO1NMB, Name of Business

Government

The instrument will prompt you for the name of the specific government agency. (Figure C75.) Government agency abbreviations may be used, if they are commonly known, such as CIA, FBI. When in doubt, spell out the full name of the government agency.

Figure C75. IO1NMG, Name of Government Agency

Odd job and domestic workers

Enter "various employers" for persons who work for several different employers, but who are NOT self-employed (e.g., maids, cooks, chauffeurs, gardeners, baby-sitters).

Armed Forces (current civilian employees only)

Current members of the military are not eligible for the labor force questions, so "Armed Forces" is an acceptable entry for civilian employees only.
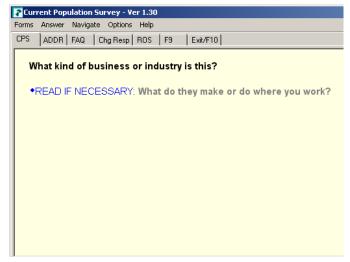
Armed Forces member: last job

For persons whose last job was as a member of the Armed Forces, enter "Armed Forces" in the employer name, industry, and occupation fields.

4.E.4 Industry

After entering the name of the company you will need to determine the type of business or industry. See Figure C76.

Figure C76. IO1IND, Kind of Business or Industry

Enter a clear and specific description of the kind of business or industry. For example, the following descriptions are too general: "works in a mine," "works for a repair service," "works with computers."

In contrast, the following examples are more specific: "works in a copper mine," "works for a shoe repair service," "works for a company that writes computer software packages."

Child care facilities

As mentioned under class of worker, it is important to know the location where child care is provided to properly classify the industry. "Child care in home of employer" is one industry; "Care for children in my own home" describes another and "Child care center," "Day care center," and "Church day nursery" are examples of the third child care industry, located in centers rather than homes.
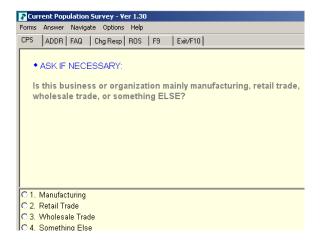
Government organizations

The names of government organizations are often not descriptive of their business or activity. Be sure that the entry describes exactly what the activity is. For example, the kind of industry for an entry of "County Highway Commission" in IO1NMG might be one or any combination of the following: "Road building," "Road repair," "Contracting for road building (repair)." For a County Liquor Control Board, the correct entry might be "Licensing liquor sales" or "Liquor retailer."

4.E.5 Manufacturing, Retail or Wholesale

IO1MFG (Figure C77) will automatically come up after the kind of business question. (Ask the question if the answer is not apparent.)

Figure C77. IO1MFG, Manufacturing, Retail or Wholesale

A <u>manufacturing</u> plant makes products and sells them in large lots to other manufacturers, wholesalers, or retailers.

A <u>retailer</u> sells primarily to individual consumers or users but seldom makes products.

A <u>wholesale</u> establishment buys, rather than makes, products in large quantities for resale to retailers, industrial users, or to other wholesalers.

Other establishments should be classified as "something else." Examples are hotels, laundries, banks, telephone companies, doctors' offices, mines, farms, advertising agencies, and automobile repair shops.

Some firms are engaged in more than one business or industrial activity. If the activities are carried on in **separate places**, describe the business in which the person actually works.

If the activities are carried on in the **same** place, describe the major activity of the firm.

EXAMPLE: Report a miner working in a coal mine operated by a major steel corporation as working in a "coal mine," **not** a steel mill.
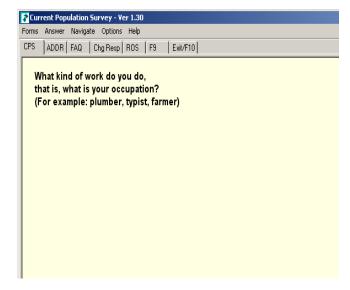
EXAMPLE: A factory that manufactures shoes also manufactures purses. Since shoes account for most of the production, all employees of the factory, including those working on purses, should be classified as working for a "shoe factory."

EXAMPLE: This same shoe/purse factory also has a small retail outlet on the premises. Persons working in this outlet should also be classified as working in a "shoe factory" as shoe **manufacturing** is the firm's main business.

A few specified activities, when carried on at separate locations, are exceptions to the above. When research laboratories, warehouses, repair shops, and storage garages exist primarily to serve their own parent organizations rather than the public or other organizations, report the activity of the parent organization. For example, if the retail department store has a separate warehouse for its use, report the industry of the warehouse workers as "retail trade" rather than "something else."

4.E.6 Kind of Work (Occupation)

Figure C78. IO1OCC, Occupation/Kind of Work

Occupation of the self-employed

When a person is self-employed, do not enter "manager" as the occupation UNLESS the person actually spends most of his/her time in the management of the business. If the person spends most of the time in actual trade or craft of the business, enter that as the occupation (e.g., beautician, dentist, house painter, plumber) (See Figure C78).

Avoid occupation entries that describe departments or places of work.

The occupation entry should describe what the specified person does (e.g., shipping department supervisor, inventory clerk). Occupation entries which give only the name of a department or a place of work (e.g., "works in shipping department", "works in the warehouse", "works in inventory") should be avoided.

Apprentice vs. trainee

An apprentice is under contract during his/her training period, but a trainee is not. Include both the occupation and the word "apprentice" or "trainee" in the description (e.g., apprentice plumber, buyer trainee).

Machinist vs. Machine operator vs. Mechanic

A **machinist** is a skilled craftsman who constructs metal parts, tools, and machines through the use of blueprints, machine and hand tools, and precise measuring instruments. A **machine operator** runs a factory machine (e.g., drill press operator, winder). A **mechanic** inspects, services, repairs, or overhauls machinery.

Secretary vs. "Official Secretary"

Use the title "secretary" for someone who does secretarial work in an office; and report a secretary who is an elected or appointed officer of a business, union, or other organization as an "official secretary."

For some occupations the descriptions given by the respondents are not sufficient for coding purposes. In these cases use the suggested probes in Table C8 on page C4-40 to obtain more detailed information.

4.E.7 Unusual Cases of Job or Business

The following are guidelines for unusual cases of job or business.

Military jobs

If, after starting the labor force questions, you discover that the person is a member of the Armed Forces, delete as much of his/her labor force information as possible go back and make the changes in the grid.

Only include military jobs for individuals who are currently working as a civilian in the U.S. Armed Forces.

For persons who are not working or who are absent from their jobs, an Armed Forces job may be entered in the I&O series of questions if it was their last full-time job. If this is the case, simply enter "ARMED FORCES".

Consultants, contractors

Persons who report that they do not have a business but who contract out as consultants or provide other services for a fee would be reported as self-employed. This guideline does not apply to consultants who work for a consulting firm; they work for a private company and should be classified as employed in either a private for profit company or a private nonprofit organization.

Persons working for employment contractors

Consider persons who are working through an employment contractor as working for the contractor, not the individual employer to whom they are assigned.
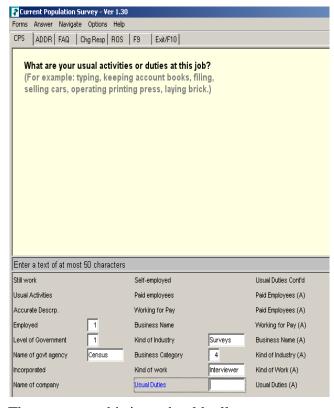
Note, however, that a union hiring list or a register is not an employer; they are not employment contractors. They are more like employment agencies. In these cases, the employer is the person or company that writes the paycheck.

Table C8. Difficult to code occupations

Difficult to Code Occupations	
Occupation	Suggested probe
Assembler	What do you assemble (e.g., automobiles, electric motors, farm equipment, sheet metal)?
Clerk	What type of clerk are you (e.g., accounting, billing, filing, shipping, statistical, sales)?
Engineer	What kind of engineer are you (e.g., civil, electrical, mechanical, nuclear, chemical, train, stationary, building)?
Inspector	What type of things do you inspect (e.g., autos, restaurants, houses, buildings, meats)?
Manager	What type of manager are you (e.g., bakery, garage, hotel, office, property, store)?
Machinist	Do you set up AND operate machines?
Machine operator	How many machines do you operate? What type of machine do you operate the most?
Mechanic	What type of mechanic are you (e.g., auto body, auto engine, appliance, line, truck, valve)?
Nurse	What type of nurse are you (registered, licensed, practical, nursing aide, vocational)?
Researcher	What field of research are you in?
Sales Worker	What do you sell (e.g., advertising, cars, houses, insurance, shoes, tickets)?
Supervisor	Who or what do you supervise (e.g., clerical workers, counselors, laborers, field representatives)?
Teacher	Do you teach at the preschool, elementary, high school, or college level? What subject do you teach?

4.E.8 Usual Activities or Duties

Figure C79. IO1DT, Usual Activities or Duties

The answer to this item should tell you clearly and specifically what kind of work or duties the person performs. If the respondent says the information is classified, do not probe. In this situation enter "information classified."

Use verbs that end with "ing" to describe the person's activities. For example, if the respondent says (s)he sells cars, you should enter "selling cars." This will make the dependent interviewing question on usual activities easier to read next month.

4.E.9 Dependent Interviewing For Industry and Occupation

As discussed in Part B, the I&O series uses dependent interviewing, that is, when possible, information supplied during a previous month's interview is used in the current interview. In most cases, you will have access to the previous month's I&O information and will ask if there have been any changes. If none, the information previously collected is simply confirmed. Dependent interviewing is used in Interview Numbers 2 through 4 and 6 through 8 for persons who were employed in both the current and previous months and for whom information adequate for coding was previously provided and the RIP respondent allows you to verify their information with anyone in the household or you are speaking to the RIP respondent.

In MIS5, we start from scratch because of the 8 month resting period. We want to make sure we get any changes that might have occurred.

4.E.10 Industry & Occupation Referrals

There will be some returning cases, in which you collected industry and occupation data the previous month and the RIP respondent has allowed you to verify the information provided or you are speaking to the RIP respondent, that you do not ask dependent industry and occupation questions. If the coders in Jeffersonville could not code the item(s) for any reason, you will need to ask the questions again the following month. These uncodeable entries are called referrals. Dependent questions will not appear for any referred Industry and/or Occupation. The I&O feedback feature on the IOIND, IO1OCC, and IOIDT screens will help you to understand why the I&O information was not able to be coded. This feature is discussed more thoroughly in Part B, page B4-7.

The note that appears on the IO1IND screen states, "This case was referred last month."

Please provide more specific information for

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the coders." This note appears only if the information you provided the previous month was inadequate for the coders to code the industry or occupation entries. The note will also appear on the IO1OCC and IO1DT screens, if those items are referred. (See Figure C79).
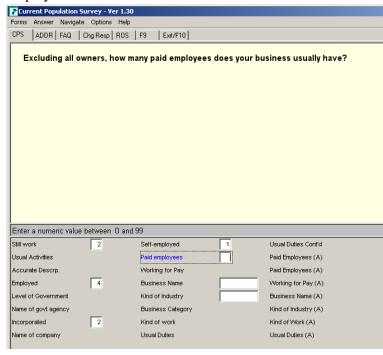
4.E.11 Items on Number of Paid Employees

The instrument will display two questions about paid employees <u>only</u> in Interview Number months 4 and 8. You will ask these items for persons who, in their <u>main or second</u> job, work in a business of their own that is <u>not</u> incorporated.

The items ask if the business owner has any paid employees and, if so, how many. These items are illustrated in Figures C80a & C80b.

Figure C80a. PDEMP1, Paid Employees

Figure C80b. NMEMP1, Number of Paid Employees

The unincorporated business owners for whom you would have to ask the "paid employees" questions in Interview Numbers 4 and 8 will have been identified, for the most part, in a previous month's interview. That is why, in general, the "paid employees" items for the main job will appear after the dependent interview question (IODP3).

If a person is an unincorporated business owner in his/her <u>second</u> job, you will ask the "paid employees" items for the second job <u>immediately after</u> you collect his/her class of worker data (IO2INT and IO2INC). Information about a person's second job is collected only in Interview Numbers 4 and 8.
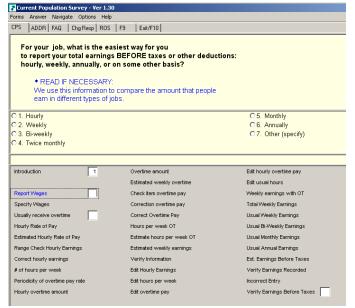
Note that, for persons "working in the family business," the instrument will display the "paid employees" items <u>only if</u> they were reported as business owners (in BUSL).

4.F EARNINGS & UNION MEMBERSHIP

You ask the earnings and union membership questions of households in the outgoing rotation groups (Interview Number 4 and 8) of all wage and salary workers and the incorporated self-employed. These questions are used primarily to determine usual weekly earnings at the main job and whether the person is covered by a union or employee association.

You begin this series of questions with ERNPR, which asks for the easiest way for the respondent to report earnings for the specified person's MAIN JOB (i.e., hourly, weekly, annually, or on some other basis, See Figure C81). The instrument then tailors the earnings questions based on that response.
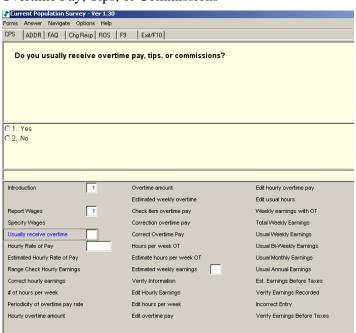
Figure C81. ERNPR, Easiest Way to Report Earnings

You then ask whether the specified person usually receives overtime pay, tips, or commissions on his/her main job (ERNUOT).

For a "yes" response, the person should receive overtime pay, tips, or commissions on a USUAL basis, that is, 50 percent of the time or more (Figure C82). If (s)he receives them only occasionally, you would enter "no."

Figure C82. ERNUOT, Usually Receive Overtime Pay, Tips, or Commissions
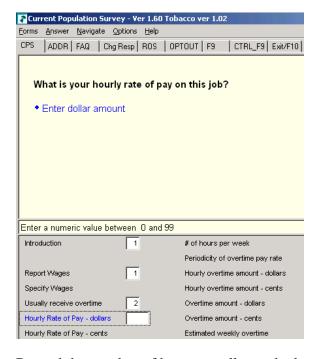

This question is followed by a check item directing the interviewer to ask different sets of questions depending on the answer to the easiest periodicity to report earnings. For those whose periodicity is hourly, there is a separate question for overtime, tips, or commissions usually received.

4.F.1 Hourly Workers

You ask questions to determine how much persons for whom it is easiest to report earnings on an hourly basis earn per hour and then ask how many hours per week that person usually works at that rate. With this information, hourly earnings can be converted to weekly earnings. (Figure C83a,b, and C84.) The dollar and cents fields are two separate fields. You will enter the dollars in ERNHRTD and the cents in ERNHRTC.

Figure C83a. ERNHRTD, Hourly Rate of Pay-Dollars

Record the number of hours usually worked per week as a whole number. Count 30 minutes or more as a whole hour. (Figure C84.)

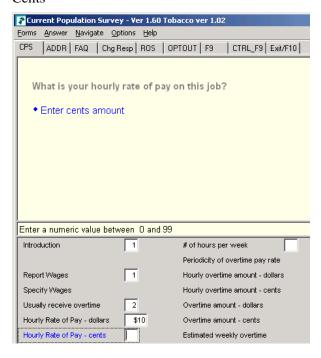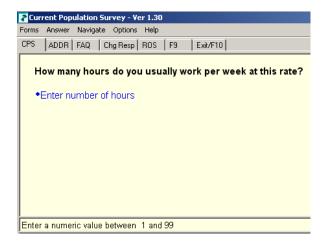**Figure C83b.** ERNHRTC, Hourly Rate of Pay-Cents

Figure C84. ERNHR, Hours Worked Per Week

Try to get an average number of hours worked per week for a person whose schedule varies from week to week.

For these workers, we are looking for an hourly rate of pay as stated by the employer, expressed precisely in dollars and cents. Do not round hourly earnings.

If the respondent reports a value that is a multiple of $.50 (for example, $5.00 or $7.50 per hour), ask if this is an exact value. If it isn't, try to obtain a more precise figure. If the respondent does not know the exact amount, enter the amount the respondent stated.

There are some workers who are paid hourly rates but for whom it is easiest to report some other periodicity.   (See Figure C85.) This rate of pay should be entered to the nearest cent. (See Figure C86b) The dollar and cents fields are two separate fields. You will enter the dollars in ERNH2D (See Figure C86a) and the cents in ERNH2S (See Figure C86b).
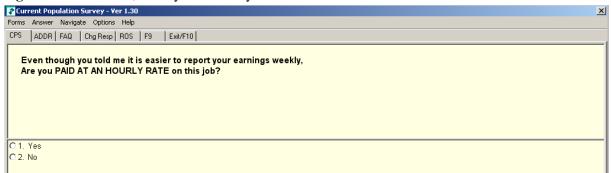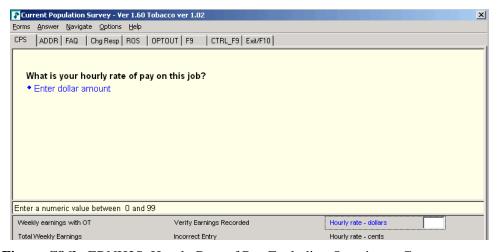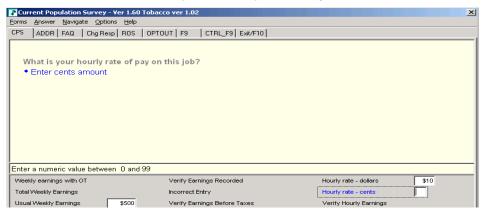
Figure C85. ERNRT, Hourly Rate of Pay

Figure C86a. ERNH2D**,** Hourly Rate of Pay Excluding Overtime - Dollars

Figure C86b. ERNH2S, Hourly Rate of Pay Excluding Overtime – Cents

4.F.2 Non-hourly Workers

As noted earlier, you collect earnings amounts based on the periodicity reported in ERNPR. If the respondent answers "on some other basis" to ERNPR, probe for a description. If the respondent's answer still does not match any listed, choose "other" and specify the description in your notes.

If the respondent reports a method of pay such as salary plus commissions, you should explain that the question is asking for the time period that is most convenient for reporting earnings, not the way in which the person is paid. (You collect method of pay in other earnings questions). Try to get the person to pick a rate-of-pay time frame (e.g., hourly, weekly, annually), if one is convenient, before entering "don't know" or "refused".

Round nonhourly earnings to the nearest whole dollar. If the respondent reports 50 cents or more beyond a whole dollar, round up to the next largest whole dollar. Otherwise, round down to the whole dollar.

If the respondent reports a value that is a multiple of $50 (for example, $100 per day or $250 a week) ask if this is an exact value. If it isn't, try to obtain a more precise figure. If the respondent does not know the exact amount, enter the amount the respondent stated. Use Table C9 on page C4-48 to help you determine which types of income to include as earnings.

There are range edits/checks for the following earnings items: ERNWK, ERNMON, ERNTMN, and ERNANN. If you enter an earnings amount in one of these items that falls outside the limits of the range check/edit, you will be prompted to check the correctness of the original entry.

Also, all of the individual earnings items listed above are followed by ERNVR which verifies the correctness of the total earnings information for the specified person.

The questions on earnings refer to USUAL earnings. In cases where the respondent states that earnings are not the same from week to week (or month to month, etc.), you should ask what the earnings are 50 percent of the time or more. If the respondent is unable to answer, ask for the most frequent earnings amount during the past 4 or 5 months. For annual earnings that have varied from year to year, use the annual rate for the current year. Respondents who are new to their job should report their expected earnings for the current time frame.

4.F.3 Union Membership and Coverage Questions

You ask union membership and coverage questions of civilian household members 15 years of age or over in outgoing rotation groups, who are currently employed wage and salary workers in a private industry (IO1INT) or in any level of the Government.

ERNLAB asks about labor union or similar association membership on the main job. (Figure C87.) Select "yes" if the person is a member of a labor union or an association which serves as a collective bargaining representative. Associations which engage in all of the activities performed by unions, but are not identified as such, can be categorized as follows:

(1) Professional associations, such as the National Education Association, American Nurses Association, American Association of University Professors.

(2) Government employee associations at the national, state, or local levels, such as the Alabama State Employees Association, Police Benevolent Association (New York City), Boston Public Library Professional Staff Association.

Exclude fraternal and civic associations, such as the Lions Club, etc. who do not bargain collectively on behalf of their members.

If the respondent replies to this item that (s)he or a member of his/her household belongs to an association that you are not sure can be considered as a union or similar organization, probe by asking, "Does this association engage in collective bargaining on behalf of its members?"

Note that the object of this question is to determine union membership in relation to the person's **main job** during survey week. If a person held more than one job during survey week and was a member of a union on his/her second job only, select "No."
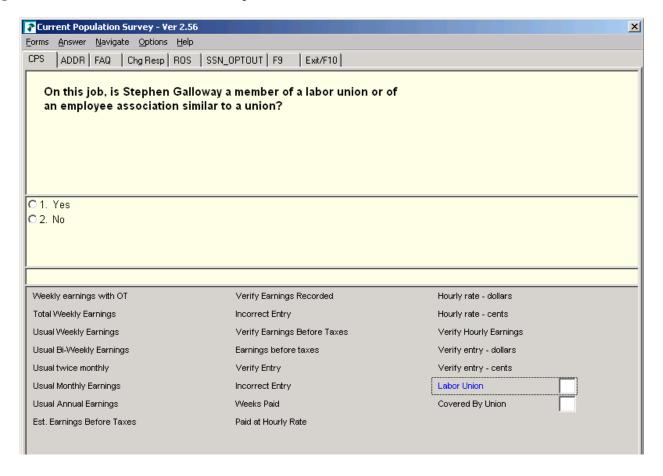
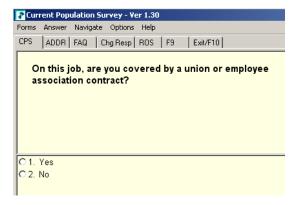**Figure C87.** ERNLAB, Union Membership

Table C9. Determining if Special Types of Income are Included as Earnings

Include Income as Earnings?			
Piece-rate	Pay received at a specified amount per piece is important in many manufacturing and agricultural jobs, such as food-packaging, garment-making, and crop harvesting. This amount may vary from week to week, so try to obtain what is usually earned.	YES	
College assistants & fellowships	Include earnings from these sources provided that the job associated with such earnings is the person's main job.	YES	
On-the-job training	Include earnings from a private or training government organization for on-the-job training at the person's main job.	YES	
Pay in kind	Do not include the value of such things as food or lodging that are received as payment for work completed. In some cases, persons are paid entirely "in kind". This is one case where earnings are correctly entered as zero.		NO
Expense account	Do not include money paid to an employee's account for the purpose of meeting expenses incurred while carrying out his/her job.		NO

You ask ERNCOV (Figure C88) of persons who answer "no" to ERNLAB. This question determines if wages, working conditions, and/or benefits are covered by a contract negotiated between his/her employer and a union or employee association. This question is intended to cover persons who are not actually members of a union or another collective bargaining association, but who benefit by the contracts negotiated by such associations.

The same criteria you use in the previous question to determine if an organization is a union or similar employee association applies to this question.

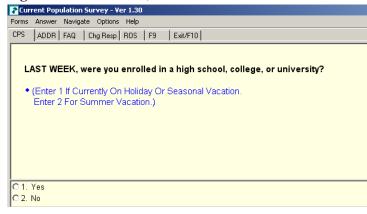**Figure C88.** ERNCOV, Covered By A Union or Employee Association Contract

4.G SCHOOL ENROLLMENT

Persons between the ages of 16 and 24 are asked a short series of questions each month about their school enrollment status. This information is used to get a picture of trends in school enrollment and to compare the employment and unemployment status of students with the status of youth who are not in school.

You will ask whether they are enrolled in school (Figure C89). If they are, you will ask for the type of school, and whether they are full or part time students.

Figure C89. SCHENR, Enrolled in School

Schools are defined here as institutions, both public and private, which confer academic degrees. Academic degrees include high school diploma, A.A., B.A., B.S., M.A., M.S., Ph.D., M.D., LL.B., D.D.M. Schools include junior and senior high schools, community or junior colleges, 4-year colleges, universities, and professional and graduate schools. Count any attendance at these schools, even if the person is not working on a degree. Count attendance at all high schools, whether vocational or academic.

Mark (1) Yes for:

- Either full-time or part-time enrollment.

- Persons who are currently on a school break such as Christmas or Easter (not counting summer break).

- Persons with physical or mental handicaps who are enrolled in special schools for academic work leading to a degree or diploma.

- Persons who are currently enrolled in school but for some reason, such as illness, are temporarily not attending school.

- Persons serving an internship or work/study co-op program for college credit.

- Persons enrolled in summer school or evening courses, provided that credit for the courses can be used toward a high school diploma or college degree.

Mark (2) No for:

- Persons who are on summer vacation,

- Persons enrolled in trade, business, or vocational schools or courses (including secretarial, real estate, cosmetology, and driver training) that could not be applied toward an academic degree,

- Persons enrolled in other non-credit programs such as adult education, on-the-job training, or sports lessons, or who are auditing a class,

- Handicapped persons in special schools which are only custodial or provide technical training,

- Persons getting instruction only from a tutor, or from a correspondence school,

- Persons who have officially left school for the remainder of the term,

- Persons serving internships or residences at a hospital to qualify as an M.D. or a specialist,

For those who respond "Yes", you will ask if the person attends a high school or university (Figure C90).

For a response of "junior high school," enter "high school."

The next question (Figure C91) asks if the person is enrolled in school full-time or part-time.

For persons in high school accept the response provided by the respondent.

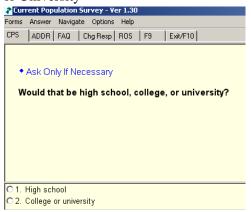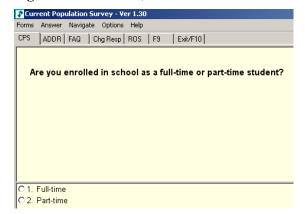**Figure C90.** SCHLVL, High School, College or University

Figure C91. SCHFT, Full or Part Time Student

Some high schools have work/study programs in which students attend classes half the day and work the other half. Some people consider this to be part-time attendance while others consider this full-time. Enter the response as given.

For persons in college or university, full time is defined as 12 or more credit hours (or the equivalent) of undergraduate classes, or 9 or more credit hours (or the equivalent) of graduate classes. Part-time is defined as anything less than the full-time workload. These credit hour cutoffs apply to colleges on either a semester or quarter system.

In schools where enrollment is not measured in terms of credit hours, accept the respondent's answer.